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25X1A The Office of Training, as you know gentlemen, is one of our parent Agency's new babies. We were born, in fact, only ⁱⁿ January of this year. But while we're only nine months old, we do hope we've put by the first of the seven ages that Shakespeare assigns to man -- we believe we are no longer Will's infant mewling and puking in the nurse's arms. Not being that, what are we then?

25X1A9A Well, CIA Regulation [REDACTED] tells us we're the Office of Training. Colonel Baird is the Director of Training. His Office comprises two major elements -- the O/TR (overt) which I skipper and the O/TR (covert) with [REDACTED] as its chief. This office is the identical package that I'm sure you've all known in the past as TRD in the SO/PC complex.

The job of the D/TR is to direct, develop and supervise all CIA training programs -- internal and external. Currently, he is charged as well with the development and formulation of a career service program aimed at recruiting high potential employees and at identifying and developing -- from all CIA employees -- careerists in intelligence. We are obviously a service organization for each and every office of CIA.

This development of an Agency career program, then, is the job of one of the two Director level staffs. This other, the Special Support Staff, as its name implies implements our administrative policies, develops administrative procedures, provides central administrative support for all training activities. Its jobs are varied from registration

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of trainees to negotiations for special training areas.

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██████████ Office I'll hit with a broad brush. He provides indoctrination, basic and advanced intelligence and operations training for all covert and operational personnel of CIA. It's the old TRD function on an ever expanding scale -- training and training support for SO/PC type operations, including the para-military field, and psychological assessment of operational personnel and trainees.

Our major new feature, then, is this Office of Training (Overt). This Office comprises five operational divisions and two staff areas. Its job is best described by briefing the jobs of these parts.

First, then, we conduct the orientation, indoctrination and briefing of CIA personnel -- and of certain non-CIA persons -- with special emphasis on CIA's mission and place in the intelligence complex. This office is headed by ██████████ It planned and conducted the recent four day orientation some of you gentlemen may have attended. It handles as well such chores, for example, as talks on CIA at Fort Holabird's Counter Intelligence Corps School.

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A second office, General Training, conducts a series of courses in intelligence, area study, special research projects, reading improvement and clerical refresher. Except for clerical refresher, this is all planned and conducted for personnel who are only provisionally cleared. In this way we are able to help the Offices by having them bring in hardship cases who might otherwise take a job with some other Agency simply because they couldn't afford the luxury of not working

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while awaiting clearance. But it's strictly not a holding pool but rather is a training operation as far as we're concerned. If John Jones comes in for our six weeks course, then the six weeks course he must complete.

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A third office, Language Services, must meet Agency needs in all areas of language training, usual and exotic -- within the Agency and without. Currently, we have recurring intensive eight weeks Russian courses [REDACTED] for provisionally cleared personnel and numerous Agency personnel studying languages both in the Agency and outside on informal class basis and individually. Our big hope in this field is the language laboratory to be built in the Agency this year. It will be equipped with the most modern audio-visual aids and headed by an outstanding man in his field, [REDACTED]

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[REDACTED] Our target here embraces 62 languages. Through this means persons completing outside language instruction will be able to improve their proficiency, rather than lose it.

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A fourth office, the CIA Intelligence School, is headed by [REDACTED] whom many of you know. It now conducts a basic intelligence course of twelve weeks three times a year for cleared junior Agency personnel of high potential. More advanced courses are in the planning stage, and staff being sought, so that we may provide intensive intelligence training at junior and senior intelligence officer levels. A gleam

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in our eye is a CIA National Intelligence University of National War College stature. The school has just graduated its first class -- mainly recent top-drawn college graduates -- and these men and women have been assigned to various CIA offices or in some instances to the Army, Navy and Air Force for basic and OCS training.

The fifth and final operating division handles testing, assessment and evaluation of the personnel considered for and enrolled in the various training courses of my office -- as well as applicants considered by the career corps staff. It's a hard-work job headed by [REDACTED] but a highly valuable piece in our training mosaic.

Now as to the two staff areas -- plans and research does what the name implies: determines and plans to meet training needs, research in intelligence material, liaison with the CIA offices, critical review of training material and doctrine, coordination at this office level.

External Training Programs comprises two major parts. One, the unit, arranges for, coordinates and controls external non-Defense training except language -- its major concern will be the highly technical training field for such offices as OSI and ORR. The Defense part of this staff arranges for, coordinates and controls training of CIA personnel by the Armed Services. It coordinates and administrates the assignment of CIA employees as students at Department of Defense Schools and Colleges. Examples -- increase National War College Quota, Military Trainee Program.

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Well, so much for how we are organized and what our jobs are. Now that rather important item -- what have we actually done these first nine months. Here's a chart I use to keep track of just that by the year and of what we're doing on any given day. (Go thru chart.)

- (1) Orientation about 1400
- (2) Language, external, 80/12 weeks (individual basis)
- (3) UTG/A 80/6 weeks (includes UTG/A Russian)
- (4) Clerical Refresher 40/4 weeks
- (5) CIA Intelligence School 20/12 weeks
- (6) Testing and Assessment 180/12 weeks

Gentlemen, before I ask for questions, I'd like to stress two things. One, the Office of Training, while no infant, is undoubtedly still taking small steps, but they're getting larger faster. Second, and I can say this objectively as a non-CIA-career man, I've tremendous faith in the future usefulness of our Office to you and to the rest of the Agency.

Paul

This is the substance of a talk I gave some months ago on O/T R to field ship, O / O.

It's out of date factually but may be of some interest to you. Frank